

SENIOR PLANNING TECHNICIAN

DEFINITION

To perform, lead, and oversee complex planning work; to assist on project level assignments including growth monitoring and computer mapping; and to prepare graphic presentations as related to land use projects.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Planning Technician series. Employees in this class are distinguished from the Planning Technician by the degree of independence and specialized knowledge exercised in the performance of job duties, including technical and functional supervision of assigned staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform, lead, and oversee complex planning work; assist on project level assignments including growth monitoring and computer mapping; prepare graphic presentations as related to land use projects; train assigned staff and other support staff in work procedure.

Conduct office and field research and investigation in connection with planning and zoning studies, surveys and applications.

Compile and maintain citywide land use database and data for advanced planning studies relating to land use, growth monitoring, and computer mapping.

Check plans and maps for conformance with state and local planning laws and ordinances.

Prepare maps, charts, photographs, and other graphic material for public presentations; to illustrate findings, and to show existing structures and field conditions.

Investigate complaints of ordinance violations and enforce compliance with related laws and ordinances; recommend revisions to zoning and planning ordinances.

Check planning applications for completeness including zone changes, variances and subdivision maps.

Coordinate proposed street name process; review and notify appropriate staff and agencies.

Interpret planning and zoning regulations to contractors, developers, general public and other staff.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices and trends of public planning and zoning.

Zoning subdivision regulations.

Statistics and graphic presentations.

Methods and techniques of engineering drawings, drafting, computer mapping and graphic illustrations.

Applicable laws, codes, ordinances and regulations.

Legal considerations and provisions of planning law.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Plan, assign and review the work of assigned staff.

Collect, tabulate, and compute planning statistics.

Interpret laws and codes.

Operate computer equipment and software applications related to assignment.

Follow oral and written direction.

Use initiative and sound independent judgment within established guidelines

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible journey level experience in technical planning work.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in planning, drafting, graphics or a related field.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Some fieldwork may be required in the course of performing duties. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; may lift lightweight.

10/2/01